

REGISTRATION

Three ways to register:

1. Email the information below to TaxpayerEducation@dor.sc.gov
or
2. Mail this completed form to:
SC Department of Revenue
PO Box 125
Columbia, SC 29214-0540
or
3. Call 803-898-5800 and provide the information below

Registration information

Choose a workshop:

- ☐ Sales Tax
☐ Employer Withholding Tax

Date: _____

- ☐ In-person ☐ Webinar

Name: _____

Company: _____

Address: _____

City: _____

State: _____ **Zip code:** _____

Email: _____

Phone: _____

You will receive an email confirmation of your registration.

dor.sc.gov/taxpayer-ed

SALES TAX WORKSHOPS

Who should attend?

- New business owners
- New retail license holders
- Business owners with questions regarding their Sales Tax responsibilities
- Accounting personnel for small businesses

What will you learn?

- Filing and administrative requirements
- Step-by-step directions for completing a Sales Tax return
- Directions for filing and paying online

When & Where

All sessions are available in-class or online and are held from 9:00 a.m. - 11:00 a.m.

January 10	June 13
February 19	August 1
March 14	September 12
April 25	October 15
May 14	November 7

EMPLOYER WITHHOLDING TAX WORKSHOPS

Offered in conjunction with the Internal Revenue Service and the South Carolina Department of Employment & Workforce

Who should attend?

- Small business owners with employees, bookkeepers, and payroll clerks
- New Withholding Tax registrants
- Businesses who employ seasonal workers

What will you learn?

- Federal tax law issues
- Requirements for reporting unemployment insurance
- Basics of SC Withholding Tax law
- How to register for Withholding Tax
- When and how to file and pay Withholding Tax

When & Where

All sessions are held from 9:00 a.m. - 11:00 a.m.

In-class & webinar

January 30	August 8
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Webinar only

March 26	October 3
May 28	December 3

*Taxes can be confusing.
We're here to help.*

The South Carolina Department of Revenue's Taxpayer Education workshops are designed to help South Carolinians understand their tax requirements.

Most workshops are available online or in-person.

In-class workshops are at our Columbia office:
300A Outlet Pointe Blvd.
Columbia, SC 29210

Webinars are held online. You will receive login information with your registration confirmation.

These workshops may qualify for continuing education credit. You must seek credit through the appropriate accreditation boards. We will provide certificates of attendance as requested.



Visit dor.sc.gov/taxpayer-ed for tutorials and more learning opportunities.

TaxpayerEducation@dor.sc.gov | 803-898-5800

SOUTH CAROLINA
DEPARTMENT OF REVENUE

free
**TAXPAYER
WORKSHOPS**
2019



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